EFFECTIVE DATE

This policy shall become effective at 12:00 AM on March 24, 2025.

SUPERSESSION

This policy supersedes the POLICY ON EXCUSED ABSENCES dated February 16, 2025.

ADOPTION OF UNIVERSITY POLICY

Beginning with the words "UNIVERSITY EXCUSED ABSENCES", the Chapter hereby adopts Subsection F62 of the *University Handbook* of Kansas State University as its official policy in determining appropriate circumstances constituting excused absences, with the following modifications:

1. References to "student(s)" shall be interpreted as references to "member(s)".
2. References to "class(es)" shall be interpreted as references to "meeting(s) or event(s)".
3. References to "instructor(s)" shall be interpreted as references to "The Executive Committee".
4. Striking of the following text: "In the case of a disagreement with the instructor, students are encouraged to contact the Department / Unit Head or Chair, and College Dean's Office" which shall be instead state: "In the case of a disagreement with the Executive Committee, members are encouraged to contact the Advisory Board"

STANDARDIZED APPLICATION FOR ABSENCE EXCUSALS

The Executive Committee shall indefinitely maintain an active electronic form which members must use to request official excusal for absences from regular meetings, and the form must satisfy the following requirements:

1. A hyperlink to the form shall always be available on the homepages of both the Chapter's website and Canvas course.
2. All submissions via the form must be automatically time-and-date stamped.
3. The form must be owned by one of the Chapter's user accounts and shall automatically populate a spreadsheet containing all responses in the Chapter's electronic files.
4. There shall be four fields on the form: Firstly, a field for inputting the date of the proposed absence; secondly, a long-form field to describe the member's participation (or lack thereof) in the selection of the date and time of the meeting or event; thirdly, a long-answer field to describe the member's reason for non-attendance; finally, an optional file upload field for relevant attachments.
5. The form shall instruct members to notify the Executive Committee (or the President) via email of each submission.

COMMENTARY ON EXCUSED ABSENCES

In spring 2025, the Bylaw Review Committee was charged by the active membership with creating an excused absence policy for regular meetings. The BRC decided it was most reasonable to adopt the University's policy on excused absences, since students are expected to be familiar with the University Handbook and much thought and consideration has been put into the University's policies. This policy provides that the Executive Committee shall consider excused absences from regular meetings, because the Executive Committee administers the Chapter's points system. On March 23, 2025, the active membership voted to extend jurisdiction of this policy to all events, not just regular meetings.